TOWN OF PALM BEACH

Recreation Department

RECREATION ADVISORY COMMISSION MEETING

January 9, 2008 Minutes

I. **CALL TO ORDER -** A meeting of the Town of Palm Beach Recreation Advisory Commission was held on January 9, 2008, at the Recreation Center. The meeting was called to order by Mr. Michael Spaziani, Chairman, at 9:05 a.m. Commission members in attendance were Mr. Spaziani, Mrs. Milissa Agnello, Dr. Timothy Coffield, Mrs. Danielle Moore, Mr. Kenneth Schechet and Mr. Stuart Shulman. Alternate members in attendance were Mr. Joseph Della Giustina, Mrs. Rita Taca and Mr. Henry Jamison who arrived at 9:10. Regular member Mr. Michael Andrews was absent. Staff members in attendance were Director Mr. Jay Boodheshwar, Assistant Directors Mr. Alan Brown and Mr. Rod Gardiner and Office Manager Mrs. Lisa Walkowich.

II. **APPROVAL OF THE AGENDA** – Mr. Spaziani asked for a motion to approve the agenda. Mrs. Moore made the motion to approve the agenda. Seconded by Mr. Della-Giustina, all were in favor.

III. **APPROVAL OF THE NOVEMBER 28, 2007, MINUTES** – Mr. Spaziani asked for a motion to approve the November 28, 2007, Recreation Advisory Commission Minutes. Mr. Shulman made the motion to approve the minutes. Seconded by Mrs. Moore all were in favor.

IV **OLD BUSINESS**

A. **Seaview Park Athletic Field Renovation Update**

Mr. Boodheshwar said that the design process was at 60% and we were on track for starting construction this year. He said that the Day Academy has a parking lot proposal pending that was supposed to be heard at yesterday's Town Council meeting but they had requested a deferral and it is tentatively scheduled to be addressed at the February 12th meeting. He said that until such time that this issue is addressed; the Day Academy will not take any action on the Commission's recommendations for language in the agreement that would limit the use of their west field.

Mr. Spaziani said that he wanted to note in the public record that the Day School had not presented a revised plan to the Commission before they went in front of the Council.

Mr. Spaziani handed out a Declaration of Use Agreement between the Town of Palm Beach and the Palm Beach Day Academy that had been created in May of 2000 when the Day Academy built their gymnasium. He said that the purpose of the agreement was to stipulate certain conditions that the Day School was to adhere to, which included how the west field could and could not be used and specifically addressed parking on that field.

Mr. Spaziani said that the Day School continuously breaks the rules. He said just this morning he called code enforcement because they had a bus parked on the field. In addition to the parking Mr. Spaziani brought to the Commissions attention that for the first year of construction of the gymnasium the school was allowed to bring in a mobile home and seven years later it is still there.

IV. NEW BUSINESS

A. FY 2007/2008 Business Plan Report Presentation

Mr. Boodheshwar gave a power point presentation regarding the FY2007/2008 Business Plan. Mr. Boodheshwar said that in an effort to provide measurable performance and program result details, the FY-07 Highlight Section of the report summarizes information pertaining to each program area within the department which make up the enterprise fund. In looking ahead and preparing for FY-08, staff had collectively identified measurable goals for the new fiscal year which will be outlined in the FY-08 Outlook section of the report. The final section of the report provides financial documents relative to the fund, including budget details and retained earnings information.

FY-07 Highlights

Administration: Staff conservatively estimates that there were over 300,000 visits to Town recreation facilities. The Department gets no tax subsidy and in fact generates over ½ million dollars every year that goes to the general fund. We are the primary provider for recreation activities and facilities on the island. Our full time equivalent employees have been reduced for FY-08 in the amount of 3.06 full time equivalents. The Administrative section of our action plan had 52 tasks identified and 40 of these items were completed or are in progress.

Marina: A master plan for Lake Drive Park was completed. We achieved clean marina status and got a 10% credit on our submerged lands lease fees. We had some minor facility improvements and we did some renovations to the Brazilian Dock facility. The public safety dock was cancelled due to the cost. An annual owner/captains meeting was held giving residents an opportunity to address their concerns. Transient business decreased slightly and we are seeing increases already this year. In the docks section of the action plan 14 items were identified and 11 were completed or are in progress.

Golf: The Golf course showed a decrease in rounds of golf played, down 7 % from last year. Clinic participation increased to 592 vs. 565 the year before. Our annual pass holders increased from 43 to 58 increasing annual pass revenues 25%. Five leagues played a total of 1,322 round last year and we hosted 32 outings.

Minor improvements were made in the club house, the sea oats from the dune project were planted, the tee at the #4 hole was rebuilt and staff implemented some new greens management programs specifically insect control. Staff continues to participate in the local opportunities for marketing and publicizing the golf course and is also taking advantage of new technology. He said that we have a web site and for the second year we have participated in PGA Florida.com which is a select group of golf courses in Florida that are advertised to out-of-state tourists. The golf course master plan was completed and there is continued interest in getting the project done. The Golf section of our action plan had tasks identified and of these items were completed or are in progress.

Tennis: The Tennis Division has seen several changes. A full time clerk position and a part time maintenance position were consolidated to create a full time tennis maintenance worker. The position was filled with an experienced maintenance worker who has done and excellent job in keeping the courts more consistent and brought a tremendous amount of expertise to the two facilities. We are attempting to continue to improve communication with the tennis community and have implemented the Tennis Talk newsletter which has been received very well. The Seaview master plan is still on track for construction this year.

Since the retirement of head pro Jim Hay, we was able to reorganize staff and eliminate the Pro-Manager position. We now have a contractual pro only position which is currently being filled by, Donna DeFrances who is serving as an interim pro. Staff is planning to conduct a search this spring/summer to fill the position permanently. The manager duties have been absorbed by Assistant Director, Alan Brown.

Staff continues to host special events that are very well received and are growing in popularity. We hosted leagues again with the ladies teams at Seaview and also hosted men's and women's senior teams at Phipps. Clinics and lessons increased over the last two years. We held 5 tournaments last year and participation was up. The Tennis section of our action plan had 17 tasks identified and 16 of these items were completed or are in progress.

Program and Events: This past year 24 different youth enrichment programs were offered. The after school program and camps continue to run at or near capacity, they are very popular programs. With the addition of a new recreation supervisor position we were able to expand out youth athletics. One of the additions was a pre-school athletics program called Start Smart, which is a national program that focuses on different types of sports that requires parent involvement. It has been very well received. Mr. Jamison said that he wanted to thank Ed Fiondella for an outstanding job with the athletic programs.

We currently offer 16 different types of Adult enrichment and fitness programs. We have seen an increase in participation especially in our fitness and wellness programs.

We offered a number of special events last year, the larger one's being the 4th of July celebration, Spring Celebration and Halloween Happenings. In addition we offered other smaller events such as the Daddy Daughter Date Night and the Mommy and Me Tea.

Participation, with all the programs that were mentioned, saw a combined increase of fifty eight percent from the prior year. The Programs and Events section of our action plan had 14 tasks identified and 14 of these items were completed or are in progress.

FY-08 Outlook - For Administration we have 15 tasks identified for completion as part of our action plan. For the Marina we continue to pay close attention to area competitors and to the emerging Mega Yatch market, popularity in this type of vessel is increasing. The Peruvian dock expansion will help in supplying dockage for these new vessels. We have 14 tasks identified for completion in our action plan.

Staff will continue work with the Par 3 Group and provide reports and updates to the Commission. Staff will continue to look at new ways to market the golf course. We have 16 tasks identified for completion in our action plan.

The Seaview Park renovation is scheduled to begin in April with the project hopefully completed by October. The Phipps maintenance building is close to completion which will complete the master plan for Phipps. We are revising our agreements for temporary usage of other tennis courts this summer while Seaview is under renovation and we will be searching for a permanent head pro this year. We have 13 other tasks identified for completion in our action plan.

We will continue to enhance our programming for Adult and Youth special interest classes and special events. The Seaview park multi purpose field renovation is slated for this summer. We should have probable costs for the Commission at the March meeting. Agreements with contracted instructors for special interest classes is now at a 70/30 split which is more in line with the market. We have 12 tasks identified for completion in our action plan.

We reduced costs for the FY-08 Budget year. One of the major reasons was through the elimination of two positions, the Registration Clerk at the golf course and the manager portion of the Tennis Pro's position.

Revenues are expected to increase by over 3% and expenditures were decreased almost 5% from the previous year. At the end of this year we are expected to have 4.3 million dollars in our retained earnings.

B. **Comprehensive Review of Town Operations Presentation**

Mr. Boodheshwar said that due to the Florida State Legislature's actions this past summer in the area of property tax reform, the Palm Beach Town Council, rather than exercising an over ride option, made a commitment to meet the states requirement and lowered the Town's property tax rate by almost 10%. At that time Town Council also approved a plan to conduct a comprehensive review of Town Operations to determine if, when and how additional budget cuts should be made in the future. The 407 page report includes a brief history, description of functions, budgetary information, examples of past, present and planned cost savings measures and work efficiencies for all Town departments. The report also provides a menu of possible future options for cost saving measures and revenue generation, many of which will have impacts to the quality and level of services provided by the Recreation Department. Staff believes, that if acted upon or implemented, most of these option will hurt the quality of our programs and level or our service. A series of community workshops have been planned to publicly review the options for reducing town expenses. The first meeting is set for January 15, 2008 and then January 31st in Town Council Chambers. This will be followed by a series of special Town Council meetings in late February, early March at which time decisions may be made regarding implementation of cost savings measures contained in this report.

Mr. Boodheshwar then gave a power point presentation about the Recreation Department's portion of the CRTO Report. The highlights of the report are as follows:

Two questions that were directed to our department to answer in our review, the first one was to review the subsidy levels of Recreation programs to see if we could generate more revenue for transfer to the general fund. Staff cautions against any excessive increase of services to the general fund above the current $500,000 because we have a variety of capital projects that are in the very near future and the depletion of our retained earnings or stagnant growth of our retained earnings will affect our ability to pay for these capital improvements. The second question that was asked of us was to review resident and non resident fees. Due to the fact that non resident participants are important to the success of many activities our recommendation is that charging rates well above the market would decrease involvement causing an increases cancellation rate of activities an a lesser quality experience for our residents.

Mr. Boodheshwar reviewed past cost saving measures, plans for increasing revenues and future cost saving measures which included options for the Council's consideration but were not recommended by staff.

Mr. Boodheshwar said that the process of the CRTO was tough, but staff learned some things and also validated some opinions on how we can do things differently. Staff implemented some of those items but long term several of these options that were reviewed will impact services.

Mr. Schechet said that he has been involved in this type of process many times and has found that the bottom line is if you start bleeding everything a little bit you destroy organizations entirely. He said that you either go out of business or you don't and if you start bleeding everything a little bit you will start going out of business anyway.

Mr. Jamison said he wanted to compliment Mr. Boodheshwar for the great job he has done with the Recreation Department and efficiently running it like a business.

Mrs. Agnello said that she felt that any changes or any reduction in staff that would reduce the quality of programs and services that the department provides is not recommended. The quality of services that are provided here are top notch and to reduce the staff or the percentage that our instructors are receiving you're going to get services that are not up to the standard that we are accustomed to or that we desire. The commission agreed.

VI ANY OTHER MATTERS

A. Staff Report – This Report is attached.

VII. ADJOURNMENT – The meeting was adjourned by the Chairman, Mr. Spaziani at 11:30 a.m.

RECREATION ADVISORY COMMISSION
Record of Attendance 2008

Regular Members	**1/9/08**	**3/12/08**	**5/14/07**	**9/10/08**	**11/12/08**
Mr. Spaziani	P				
Mrs. Agnello	P				
Mr. Andrews	U				
Dr. Coffield	P				
Ms. Moore	P				
Mr. Schechet	P				
Mr. Shulman	P				
Alternate Members					
Mr. Della-Giustina	P				
Mr. Jamison	P				
Mrs. Taca	P				

LEGEND: P = Present
E = Excused
U = Unexcused
A = Absent Pending Classification as "Excused" or "Unexcused"

RECREATION ADVISORY COMMISSION
Conflict of Interest Record 2008

Regular Members	**1/9/08**	**3/12/08**	**5/14/07**	**9/10/08**	**11/12/08**
Mr. Spaziani					
Mrs. Agnello					
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Ms. Moore					
Mr. Schechet					
Mr. Shulman					
Alternate Members					
Mr. Della-Giustina					
Mr. Jamison					
Mrs. Taca					

LEGEND: X = Conflict of Interest